

The SAMJ workflow on PM

Access files for checking

The copyeditor will send you an email to ask you to check your article and resolve any queries

- The body of the email will look like this:

The initial copyedit of your article is ready - you can access it here: [Production Task Assignment](#).

Click on the link above, which will log you in directly.

> Click on **Action Links** on the far left

> Click on **Assignment Files**

> Download the file, then work in this file. Please check through the document carefully, ensuring that any copyediting changes have not altered the sense. Kindly resolve all queries, which may also appear in the references and figures/tables.

It is essential that you work into the Assignment File document by inserting your responses into comment boxes, and/or using track changes, so that we can see your changes clearly.

To upload your document, log in or click here again: [Production Task Assignment](#) click on **Action Links**, and then click on **Submit Task**.

> Click on the button **Upload File**.

> Alongside Item: select **Author response to CE queries** from the drop-down menu

> Then alongside File Name: click **Choose File** and select the file from where you saved it on your computer.

> Click on the button **Upload This File**.

> When the file has uploaded, click **Submit Production Task**. (You can write any additional notes in the text box of the email if you need to, as well.)

**If you are struggling with accessing the file from the copyeditor or uploading your document to complete the task, please contact the Managing Editor, Ingrid Nye, who will assist you: ingridn@hmpg.co.za

Please confirm receipt, and return your response within 2-3 days.

- Click on the link – you will be automatically logged in to Editorial Manager and taken to this screen:

The screenshot shows the SAMJ Editorial Manager interface. At the top, there is a navigation bar with the SAMJ logo and the text 'The South African Medical Journal'. Below this, there are several menu items: HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The user's role is 'Author' and the username is 'IngridN'. The main content area displays 'Current Task Assignments for Ingrid Nye' with a table of tasks. The table has columns for Action, Task, Date Task Assigned, Date Task Due, Days Until Due, Manuscript Number, Article Title, and Assigned By. The first task is 'Author queries' assigned on Sep 29, 2016, due on Oct 02, 2016, with 3 days until due. The manuscript number is SAMJ_test7 and the article title is 'TEST: Little Red Riding Hood'. Below the table, there are buttons for '<< Author Main Menu' and 'Log out of the System'. A message states 'You should use the free Adobe Reader 10 or later for best PDF Viewing results.' with a download button for Adobe Reader. At the bottom, the system time is 12:51, 29 September, and the site time is 06:51, 29 September.

- Click on the **Action Links** on the far left. A small menu will open up, as shown below.

This screenshot is similar to the previous one, but it shows the 'Action Links' menu open. The menu items are: View Assignment Letter, Assignment Files, Submit Task, Correspondence, and Send E-mail. The 'Submit Task' option is highlighted. The rest of the interface, including the task table and navigation bar, remains the same as in the previous screenshot.

- Click on Assignment Files to access the file that you need to check. A window will pop up. Download the files, then click Close.
 - If the window doesn't pop up, you need to enable pop-ups. Google 'enable pop-ups mac' or 'enable pop-ups pc'... or ask IT.



- Now you have the file on your computer and can do your check and resolve the queries using track changes and/or the comment tool.

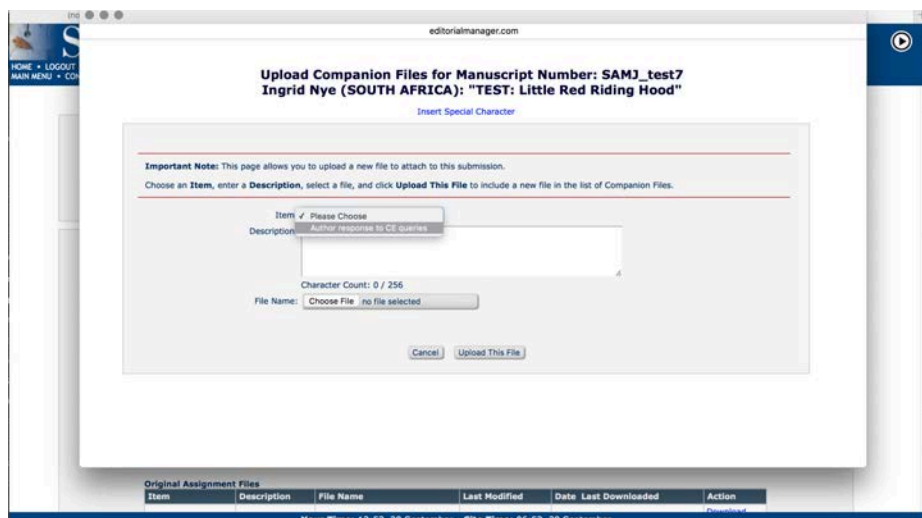
Upload the files to complete the task

You need to submit the file via Editorial Manager to return it back to the copyeditor. Please **DO NOT** email the file back to the copyeditor via an email client i.e. not via Editorial Manager.

- If you are still on the screen where you can click on Action Links, then click on it and then click Submit Task from the menu that pops up.
- You'll see that a letter is ready for you to complete and send.

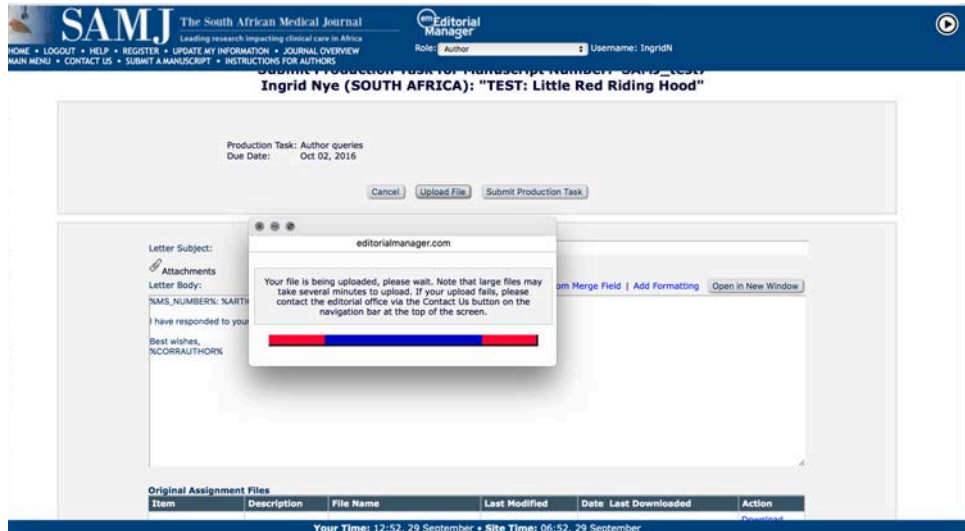


- All you need to do is:
 - Click Upload File. A window will pop up.

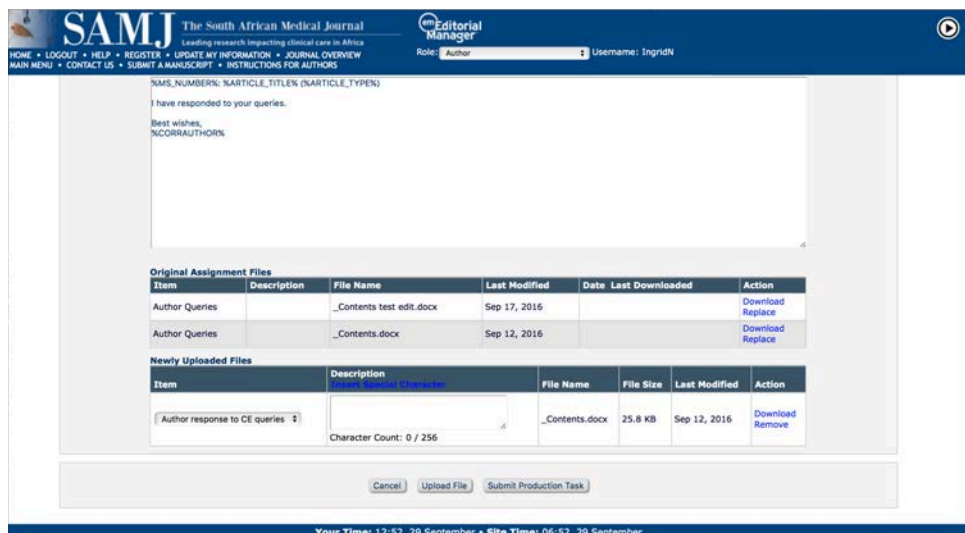


- Select the file to upload - you will only have *Author response to CE queries* to select from.
- Add any notes if you need to, but you probably won't.
- Click Choose File, select the file from your computer, and click Upload This File.

This is what you will see when your file starts uploading. Close the little box with the red/blue bar when the main screen reappears behind it.



- If you scroll down, you will be able to see that your file has been uploaded under *Newly Uploaded Files*.



- If you want to add text to the main body of the email, you can do so.
- Click Submit Production Task. You're done!

If you were not on the landing page of the article you need to return and need to get back there, there are two ways you can do this:

1. Find your email and click the deep link in it again. (It lasts for 30 days or 5 clicks.)
2. Log in to Editorial Manager, and go to the Author Main Menu, shown below.

SAMJ The South African Medical Journal
Leading research impacting clinical care in Africa

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Editorial Manager
Role: Author Username: IngridN

Author Main Menu
Alternate Contact Information
Unavailable Dates
For additional help with your submission, please click here for the Author Tutorial.

Production
Submissions in Production (3)
Current Task Assignments (1)

New Submissions
Submit New Manuscript
Submissions Sent Back to Author (0)
Incomplete Submissions (1)
Submissions Waiting for Author's Approval (0)
Submissions Being Processed (0)

Revisions
Submissions Needing Revision (0)
Revisions Sent Back to Author (0)
Incomplete Submissions Being Revised (0)
Revisions Waiting for Author's Approval (0)
Revisions Being Processed (0)
Declined Revisions (0)

Completed
Submissions with a Decision (14)
Completed Production Task Assignments (10)
Submissions with Production Completed (11)

Your Time: 12:51, 29 September • Site Time: 06:51, 29 September

- In the *Production* box at the top, click on Current Task Assignments.